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The University of
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NEWS RELEASE

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Sept. 25, 2000

Contact: Kandy Raup, (406) 243-5617.

UM OFFERS CERTIFICATION WORKSHOPS IN MICROSOFT SOFTWARE

MISSOULA --

The University of Montana's Workforce Development Center has scheduled three series of one-day workshops on the Microsoft Office family of products to give users the know-how to solve computer software questions and pass a Microsoft exam for certification.

The hands-on sessions of the Microsoft Office User Specialist Program will cover Word, Excel, Access and PowerPoint, with each daylong session geared to one software program at either beginning, intermediate or advanced level. Participants may begin at any skill level they feel comfortable with.

Classes will meet from 9 a.m. to 4 p.m. in the Willard Adult Learning Center, 901 S. Sixth St. W. Space is limited, so early registration is recommended. Here is the schedule.

Level I, beginning:

- Word -- Monday, Oct. 9, and Monday, Nov. 6.
- Excel -- Tuesday, Oct. 10, and Tuesday, Nov. 7.
- Access -- Wednesday, Oct. 11, and Wednesday, Nov. 8.
- Powerpoint -- Thursday, Oct. 12, and Thursday, Nov. 9.

Level II, intermediate:

- Word -- Monday, Oct. 16, and Monday, Nov. 13.
- Excel -- Tuesday, Oct. 17, and Tuesday, Nov. 14.
- Access -- Wednesday, Oct. 18, and Wednesday, Nov. 15.

Level III, advanced:

- Word -- Tuesday, Nov. 28.
- Excel -- Tuesday, Dec. 5.
- Access -- Tuesday, Dec. 12.
- PowerPoint -- Thursday, Nov. 16, and Thursday, Dec. 7.

Full course outlines are available at www.umn.edu/ccesp/wdc. Prospective participants should review them to determine their current level of skill with Microsoft software.

The registration fee is \$99 per day. A 15 percent discount will apply for participation in seven or more sessions. Cancellations made up to seven days before the class starts will be refunded minus a \$35 processing fee.

For people interested in testing, two types of certification are available for Microsoft Office 2000 applications: core and expert. To test for core certification in each software package requires knowledge and usage of Levels I and II. To test for expert certification requires knowledge and usage of Levels II and III.

Testing costs an additional \$60 per test. Tests will be given at the Dickinson LifeLong Learning Center, 310 S. Curtis. To schedule a testing time and pay testing fees, call (406) 542-4015. For testing information, visit www.mous.net.

For more information, call (406) 243-5617 or send e-mail to kraup@selway.umn.edu.

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